

R10 InfoPage

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Q&D - Office of Tribal Operations Records Disposition Schedules

SERIES DESCRIPTION	DISPOSITION	NARA NUMBER
Link to the common	Link to your full printable	
Housekeeping Schedules	Tribal Programs	
not included in this table	File Plan Spreadsheet	
<p>BUDGET REPORT FILES: Contains reports generated and received throughout the budget process, including computer printouts, spreadsheets, and copies of the Agency budget submitted to the Administrator, the Office of Management and Budget (OMB), and the President. Also includes periodic reports on the status of appropriation accounts and apportionment and documents authorizing new or revised budget allowances to Agency programs.</p> <p>Item a: Annual report</p> <p>Item b: All other reports</p> <p>Function: 402-125 040</p>	<p>Item a: Disposable Close inactive records at end of fiscal year. Destroy 5 years after file closure.</p> <p>Item b: Disposable Close inactive records at end of fiscal year. Destroy 3 years after file closure.</p>	<p>GRS 5/3</p> <p>Status: Final, 02/01/2007</p>
<p>CALENDARS, SCHEDULES, AND LOGS OF DAILY ACTIVITIES: Consists of calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of federal employees while serving in an official capacity.</p> <p>Item a: Senior officials and assistants to those officials Includes substantive information relating to official activities when not incorporated into memoranda, reports, correspondence or other records included in the official files.</p> <p>Item b: Other federal employees Includes substantive information relating to official activities when not incorporated into official files.</p> <p>Item c: Routine materials Includes no substantive information regarding the daily activities of any Agency officials, or records of any federal employees containing substantive information, when incorporated into official files.</p> <p>Function: 401 111</p>	<p>Item a: Permanent Close at end of calendar year. Transfer to the National Archives 5 years after file closure. If electronic, transfer data and documentation to the National Archives in a format as specified in 36 CFR 1228.270 or standards applicable at the time.</p> <p>Item b: Disposable Close at end of calendar year. Destroy 2 years after file closure.</p> <p>Item c: Disposable Close at end of calendar year. Destroy when no longer needed.</p>	<p>N1-412-06-5</p> <p>Status: Final, 06/30/2007</p>
<p>CONGRESSIONAL CORRESPONDENCE: Contains copies of congressional correspondence received and referred to the program offices for reply. Includes copies of responses and background materials such as letters and memoranda, notes from meetings or telephone calls, transcripts from congressional inquiries or hearings, testimonies, and public hearing records. Includes correspondence from members of Congress and its committees.</p> <p>Item a: Record copy</p> <p>Function: 303-100 132</p>	<p>Item a: Disposable Close inactive records at end of congressional session. Destroy 5 years after file closure.</p>	<p>N1-412-07-1/3</p> <p>Status: Final, 03/30/2007</p>

<p>receipt, inspection and payment of any and all contracts to which EPA is a party and which are maintained and used by the Agency or Contracting Officer for contract documentation and for performance and financial monitoring and oversight activities. Also includes reviews and audits conducted by the Financial Analysis and Rate Negotiation Service Center (FARSC).</p> <p>Excludes: Superfund site-specific contract management records scheduled as EPA 020; final deliverables scheduled as EPA 258; and unsuccessful bids and proposals not filed with the related contract case files scheduled as EPA 275.</p> <p>Item b: Contract-level Contracting Officer's Representative (COR) Formerly called Project Officer (PO)</p> <p>Item c: Work Assignment Contracting Officer's Representative (COR) Formerly called Delivery Order Project Officer (DOPO) or Work Assignment Manager (WAM)</p> <p>Function: 405 202</p>	<p>termination of the task order or work assignment.</p> <p>Destroy 6 years and 3 months after final payment for the overall contract.</p> <p>Item c: Disposable Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment.</p> <p>Destroy 6 years and 3 months after final payment for the overall contract.</p>	05/31/2007
<p>CONTROLLED & MAJOR CORRESPONDENCE: Includes signed controlled and major correspondence. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of the responses, and enclosures. Also includes indexes to the correspondence.</p> <p>Item a: EPA Administrator, Deputy Administrators, Assistant and Associate Administrators, General Counsel, Inspector General, Chief Financial Officer, Headquarters Office Directors, and Regional Administrators</p> <p>Item b: Division Directors and other personnel</p> <p>Function: 404-141-02-01 141</p>	<p>a: Permanent Close inactive records at end of year.</p> <p>Transfer nonelectronic records to the National Archives in 5 year blocks, 20 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.</p> <p>b: Disposable Close inactive records at end of year.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-06-10</p> <p>Status: Final, 03/30/2007</p>
<p>COST RECOVERY RECORDS: Site-specific records relating to activities undertaken to secure response costs from responsible parties at Superfund remedial and removal sites and oil spills. Records used for cost recovery actions include compilations of documentation that describe technical aspects of the response action and cost accounting information necessary to document the costs incurred to implement the response action. Specific types of records include the cost recovery documentation checklist, Software Package for Unique Reports (SPUR), computation schedules supporting Agency indirect costs, categorical cost summaries, contractor cost information, cost reports and invoices, treasury schedules, field expenses, letter reports/Pre-FY86 cost vouchers, payment records, payroll summaries, Federal employee timesheets, travel authorizations and vouchers, work assignments, cost summary package, cost recovery deliverables, closeout memorandum, and the 10 point document. Also includes work performance documents such as work assignments, statements of work, interagency and cooperative agreements, field notes, technical direction documents (TDDs), lab reports, monthly reports, daily activity reports,</p>	<p>Item a: Disposable Close inactive records when cost recovery action is completed.</p> <p>Destroy 30 years after file closure.</p>	<p>N1-412-06-18</p> <p>Status: Draft, 02/09/2007</p>

Function: 108-025-08 024	<p>Item a:Disposable Destroy 5 years after related form is discontinued, superseded, or canceled.</p> <p>Item b:Disposable Destroy when related form is discontinued, superseded, or canceled.</p>	GRS 16/3 Final, 07/31/2008
Function: 404-141-02-04 109	<p>Item a:Disposable Destroy 4 years after resolution of case.</p> <p>Item b:Disposable Destroy 1 year after resolution of case.</p> <p>Item c(1):Disposable Destroy 2 years after final resolution of case.</p> <p>Item c(2):Disposable Destroy when 2 years old.</p> <p>Item d(1):Disposable Destroy when 7 years old.</p> <p>Item d(2):Disposable Destroy when 3 years old.</p> <p>Item e:Disposable Destroy when 1 year old.</p> <p>Item f:Disposable Destroy when 5 years old.</p> <p>Item g:Disposable Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</p> <p>Item h(1):Disposable Destroy 5 years from date of plan.</p> <p>Item h(2):Disposable Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.</p> <p>Item h(3):Disposable Destroy 5 years from date of report.</p> <p>Item h(4):Disposable Destroy 5 years from date of report.</p>	GRS 1/25 Status: Final, 02/20/2007
<p>Equal Employment Opportunity (EEO) Records: Contains records related to equal employment opportunity, workplace discrimination, and affirmative action.</p> <p>Excludes: External discrimination complaints filed by individuals or groups alleging civil rights have been violated by environmental means which are handled by EPA's environmental justice program scheduled as EPA 497.</p> <p>Item a: Official discrimination complaint case files Includes originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court.</p> <p>Item b: Copies of complaint case files</p> <p>Item c(1): Preliminary and background files not filed in the official file</p> <p>Item c(2): Preliminary and background files for complaints that do not develop into official discrimination complaint cases</p> <p>Item d(1): Compliance review files for contractor employment practices Includes reviews, background documents, and correspondence.</p> <p>Item d(2): EEO compliance reports</p> <p>Item e: Employee housing requests Includes forms requesting agency assistance in housing matters, such as rental or purchase.</p> <p>Item f: Employment statistics files relating to race and sex</p> <p>Item g: EEO general files Includes general correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.</p> <p>Disposable Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</p>		

<p>Destroy 5 years from date of plan.</p> <p>Item h(2): Feeder plan for EEO affirmative action plans (AAP)</p> <p>Disposable</p> <p>Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.</p> <p>Item h(3): Report of on-site reviews of affirmative action programs</p> <p>Disposable</p> <p>Destroy 5 years from date of report.</p> <p>Item h(4): Annual report of affirmative action accomplishments</p> <p>Disposable</p> <p>Destroy 5 years from date of report.</p> <p>Function: 403-256 541</p>			
<p>FINAL DELIVERABLES RESULTING FROM CONTRACTOR STUDIES & SERVICES: Files consist of the final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Records include all final drafts or final deliverables resulting from a contracted service or study or purchase orders and transmittal letters; final products and deliverables from a grant; and final reports resulting from special studies and surveys completed within the Agency</p> <p>Item a: Final deliverables and reports for all environmental programs, except Superfund site-specific</p> <p>Item b: Final deliverables and reports for Superfund site-specific</p> <p>Item c: Final deliverables and reports not related to environmental programs</p> <p>Function: 305-109-01 258</p>	<p>Item a: Permanent</p> <p>Close inactive records upon completion of project.</p> <p>Transfer nonelectronic records to the National Archives 20 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.</p> <p>Item b: Disposable</p> <p>Close inactive records upon completion of project.</p> <p>Destroy 30 years after file closure.</p> <p>Item c: Disposable</p> <p>Close inactive records upon completion of project.</p> <p>Destroy 7 years after file closure.</p>	<p>N1-412-06-27</p> <p>Status: Final, 03/30/2007</p>	
<p>FINANCIAL DISCLOSURE REPORTS: Includes financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report.</p> <p>Item a(1): Executive Branch Personnel Public Financial Disclosure Reports (SF 278) and related records</p> <p>Includes SF 278 reports for individuals filing in accordance with Section 101(b) or (c) of the Act, and not subsequently confirmed by the U.S. Senate or elected.</p> <p>Item a(2): Executive Branch Personnel Public Financial Disclosure Reports (SF 278) and related records</p> <p>Includes all other SF 278s.</p>	<p>Item a(1): Disposable</p> <p>Destroy 1 year after nominee or candidate ceases to be under consideration for the position; except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.</p> <p>Item a(2): Disposable</p> <p>Destroy when 6 years old; except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.</p> <p>Item b(1): Disposable</p> <p>Destroy 1 year after nominee ceases to be under consideration for the position; except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.</p>	<p>GRS 25/2</p> <p>Status: Final, 03/30/2007</p>	

<p>Interests (OGE Optional Form 450-A) and related records</p> <p>Includes OGE Form 450s for individuals not subsequently confirmed by the U.S. Senate.</p> <p>Item b(2): Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and related records</p> <p>Includes all other OGE Form 450s and OGE Optional Form 450-As.</p> <p>Item c(1): Alternative or additional financial disclosure reports and related records</p> <p>Includes reports for individuals not subsequently confirmed by the U.S. Senate.</p> <p>Item c(2): Alternative or additional financial disclosure reports and related records</p> <p>Includes all other alternative or additional financial disclosure reports.</p> <p>403-256035</p>	<p>that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.</p> <p>Item c(1): Disposable Destroy 1 year after nominee ceases to be under consideration for the position; except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.</p> <p>Item c(2): Disposable Destroy when 6 years old; except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.</p>	
<p>FOIA CONTROL FILES: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.</p> <p>Item a: Registers or listings</p> <p>Item b: Other files</p> <p>Function: 305-109-02-01 033</p>	<p>Item a: Disposable Destroy 6 years after date of last entry.</p> <p>Item b: Disposable Destroy 6 years after final action or after final adjudication by courts, whichever is later.</p>	<p>GRS 14/13</p> <p>Status: Final, 02/12/2007</p>
<p>FOIA REQUEST FILES: Files created in response to requests for information under the Freedom of Information Act (FOIA), consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the original file copy of requested record or copy thereof.</p> <p>Item a(1): Granting access to all the requested records Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein.</p> <p>Item a(2)(a): Non-existent records, inadequate description, or failure to pay reproduction fees, and request not appealed Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein.</p> <p>Item a(3)(a): Denials, full or partial, and request not appealed Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein.</p> <p>Item a(3)(b): Denials, full or partial, and request appealed Includes correspondence and supporting documents, excluding the official file copy of</p>	<p>Item a(1): Disposable Destroy 2 years after date of reply.</p> <p>Item a(2)(a): Disposable Destroy 2 years after date of reply.</p> <p>Item a(3)(a): Disposable Destroy 6 years after date of reply.</p> <p>Item a(3)(b): Disposable See disposition instructions for EPA 032 - Freedom of Information Act (FOIA) Appeals Files.</p> <p>Item b: Disposable Dispose of in accordance with the approved Agency disposition instructions for the related records, or with the related FOIA request, whichever is later.</p>	<p>GRS 14/11</p> <p>Status: Final, 02/01/2007</p>

Function: 305-109-02-01 030		
GENERAL CORRESPONDENCE: Contains copies of all non-controlled correspondence and memoranda relating to work accomplishments, personnel needs, and other routine activities of the office. Includes incoming letters and enclosures. Item a: Record copy	Item a: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.	N1-412-06-6/4 Status: Final, 02/01/2007
Function: 401 127 ; (CORR 127)		
GRANTS & OTHER PROGRAM SUPPORT AGREEMENTS: Includes records that document all types of agreements with other federal, state, or local government agencies, universities, non-profit organizations, Tribes, and other institutions to which EPA is a party, and that support EPA's environmental programs (other than Superfund site-specific, and waste water construction and state revolving fund grants). Specific types of agreements include assistance agreements, grants, cooperative agreements, interagency agreements, agreements for "guest" workers, and other types of program support agreements administered by headquarters or EPA regions and that provide for research, demonstration projects, training, fellowships, investigation, surveys, studies, or other types of program support activities. Also includes supporting documentation. Specific types of records include, but are not limited to, documentation of significant actions and decisions relating to and supporting the award of agreements, documentation of actions and decisions relating to the competition of agreements, announcements and solicitations of funding opportunities, justifications, requests and justifications for the non-competitive award of agreements, cost estimates, scopes of work, correspondence, applications, pre-award reviews, funding decisions, award documentation, documentation relating to the evaluation of proposals and applications, conflict of interest documentation, transmittal correspondence, agreements, agreement oversight activities, non-compliance documentation, dispute documentation, audit records, closeout documentation for completed agreements; and reports and evaluations resulting from agreements. Excludes: Final products and deliverables (EPA 258), Superfund site-specific grants and agreements (EPA 001), and waste water construction and state revolving fund grants (EPA 232). Item a: Record copy	Item a: Disposable Close inactive records immediately after closeout of the agreement. Destroy 10 years after file closure.	N1-412-07-34 Status: Draft, 02/01/2007 This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.
Function: 205 003		
LEAVE RECORDS: Consists of leave and leave application files. Item a(1): Leave application files - If employee initials time card or equivalent Includes requests for and approvals of leave, such as SF-71 or equivalent, plus any	Item a(1): Disposable Destroy at end of following pay period. Item a(2): Disposable	GRS 2/6a (Item a(1)) GRS 2/6b (Item a(2)) GRS 2/9b (Item b(2))

<p>and there are no discrepancies.</p> <p>Item a(2): Leave application files - If employee has not initiated time card or equivalent.</p> <p>Includes requests for and approvals of leave, such as SF-71 or equivalent, plus any supporting documentation. Also includes requests and approvals if the time card is submitted electronically by the employee and there are discrepancies.</p> <p>Item b(2): Leave record - Maintained by creating office</p> <p>Includes record of employee leave such as SF-1150 or equivalent statement of leave balances.</p> <p>Function: 403-254 279</p>	<p>Item b(2): Disposable</p> <p>Close inactive records when signed by supervisor.</p> <p>Destroy 3 years after closure.</p>	
<p>OFFICE ADMINISTRATIVE FILES:</p> <p>Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures and communications, including facsimile machine and facility logs; the expenditure of funds, including budget papers; day-to-day administration of office personnel, including training and travel; supplies, equipment, services; routine, administrative meeting arrangements; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical and narrative reports which are prepared in the office and forwarded to higher levels), contact lists, and other materials that do not serve as unique documentation of the programs of the office.</p> <p>Excludes: Record copies of organizational charts, functional statements and related records that document the essential organization, staffing and procedures of EPA that are scheduled separately. (ADMI 110) (Formerly BUDG 596)</p> <p>Item a: Record copy</p> <p>Function: 401 110</p>	<p>Item a: Disposable</p> <p>Destroy when 2 yrs. old.</p>	<p>GRS 23/1</p> <p>Status: Final, 1/31/2009</p>
<p>PERMIT FILES: Contains records used in the issuance or denial of a permit issued by EPA offices or authorized states, federal facilities, interstate or local agencies. Includes draft and final permits; major and minor permits; permit modifications; general, special, emergency, research, interim permits, and others. Consists of the notification form, permit applications, background and supporting documentation, public notices, comments and records of public meetings, fact sheets, exception reports, appeals, delistings, correspondence, financial assurance documents, and other related records; Excludes: RCRA program permits scheduled as EPA 478. Item a: UIC, when EPA is the permitting authority and UIC exemptions. Includes underground injection control (UIC), when EPA is the permitting authority and UIC exemptions. Item b: NPDES minor permits. Includes national pollutant discharge elimination system (NPDES) minor permits. Item c: All</p>	<p>Item a: Permanent</p> <p>Close inactive records when a well has been properly plugged, abandoned and terminated per EPA requirements; or when a permit application has been denied or withdrawn; or when a determination has been made that a permit is not required or if the permit has been issued and not acted upon by the company within one year.</p> <p>Transfer nonelectronic records to the National Archives 30 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as</p>	<p>Pending--Please contact Joyce Aoyama x2595 for more information</p> <p>Status: Development, 10/31/2007</p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention</p>

<p>NPDES (except minors); pretreatment; sewage treatment; ocean dumping; new source review (NSR) (including prevention of significant deterioration (PSD)), nonattainment NSR, and minor NSR); and Toxic Substances Control Act (TSCA) polychlorinated biphenyls (PCB) disposal.</p> <p>Item d: Section 404 dredging and fill</p>	<p>reference copy 30 years after file closure.</p> <p>Item b: Disposable Close inactive records when no longer needed. Destroy 10 years after file closure.</p> <p>Item c: Disposable Close inactive records at permit renewal or termination (revocation or expiration) or at end of calendar year. Destroy 10 years after file closure.</p> <p>Item d: Disposable Close inactive records at permit renewal or termination (revocation or expiration) or at end of calendar year. Destroy 5 years after file closure.</p>	<p>National Archives in accordance with NARA standards at the time of transfer.</p>
<p>Function: 204-079 205</p>		
<p>PILOT PROJECTS: Contains supporting documentation relating to pilot projects which explore new technologies, cleanup methods, etc., to improve the environment in a variety of ways. Frequently a pilot is conducted on a small scale to determine the feasibility of full-scale implementation. Examples include the Medical Waste Tracking demonstration program, Environmental Leadership Pilot Project which encourages facilities to develop innovative auditing and compliance programs and to reduce the risk of non-compliance through pollution prevention practices, and the Delaware Estuary project designed to facilitate access to environmental data in the Delaware Estuary Region. Records consist of proposals, monitoring and measurement plans, correspondence, progress reports, and related documentation. Excludes: Final reports scheduled as EPA 258 and unsuccessful bids and proposals scheduled as EPA 275.</p>	<p>Item a: Disposable Close inactive records at the completion of the project. Destroy 10 years after file closure.</p>	<p>N1-412-06-6/3</p> <p>Status: Final, 02/13/2007</p>
<p>Item a: Record copy</p> <p>Function: 108 099</p>		
<p>PROGRAM DEVELOPMENT FILES: Consists of records related to the development of environmental and administrative policies and programs. Records consist of correspondence, briefing books and papers, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, published and unpublished directives and policy guidance documents, and related records that document the development of environmental programs, program priorities and objectives, program evaluation and planning, and similar topics.</p> <p>Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records</p>	<p>Item a(1): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in</p>	<p>N1-412-06-29</p> <p>Status: Final, 10/31/2010</p>

	<p>Item a(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	
<p>PROGRAM MANAGEMENT FILES: Includes records which relate to the on-going management of programs and routine projects within programs. Types of files include both mission and operational programs and may be maintained by one or more organizational units. Specific types of records include correspondence; memoranda; staff meeting records such as agendas, background papers, attendance lists, and meeting minutes or summaries; routine office procedures; and reports relating to general policy and program matters, oversight reviews, interagency activity, research and other similar materials. Also includes project control files showing assignments, progress, and completion of projects.</p> <p>Excludes: General administrative and routine housekeeping records (EPA 110) and organization and program development records (EPA 145).</p> <p>Item a: Senior officials. Item b: Other than senior officials</p> <p>Function: 301-093 006</p>	<p>Item a: Disposable Close inactive records at end of calendar year.</p> <p>Destroy 10 years after file closure.</p> <p>Item b: Disposable Close inactive records at end of calendar year.</p> <p>Destroy 5 years after file closure.</p>	<p>N1-412-06-6/2</p> <p>Status: Final, 12/31/2009</p>
<p>PUBLIC AWARENESS FILES: Includes records used to produce outreach materials for the public or Congress produced by program and regional offices. Records consist of background papers, talking points, briefings and briefing books, news clippings, biographical information on EPA officials, documents on program activities, reports on program and policy developments, news releases, fact sheets, and other records used in formulating news or press releases. It also includes conference and symposium materials relating to programs, an element of the program, a particular regulation, or an environmental event.</p> <p>Item a(1): Official dissemination products - Nonelectronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents.</p> <p>Item a(2): Official dissemination products - Electronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents.</p>	<p>Item a(1):Permanent Close inactive records at end of year.</p> <p>Transfer to the National Archives 10 years after file closure.</p> <p>Item a(2):Permanent Close inactive records at end of year.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids as specified in 36 CFR 1228.270 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b:Disposable Close inactive records at end of year.</p> <p>Destroy 3 years after file closure.</p>	<p>N1-412-07-68/14</p> <p>Status: Draft, 01/31/2008</p>

Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents.		
Item b: Background or working papers		
Function: 305-109-02-04 081		
PUBLICATIONS & PROMOTIONAL ITEMS:	Item a: Permanent	N1-412-06-9
Files consist of general and technical literature and promotional items along with finding aids and indices used to access collections of publications. General and technical literature includes any manuals, handbooks, brochures, newsletters, or pamphlets developed for use by Agency staff or for distribution to regions, states, other government agencies, the regulated community, and the public. Promotional items include brochures, pamphlets, posters, comic books, buttons, and bumper stickers. Also includes official portraits of senior Agency officials.	Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.	Status: Final, 03/30/2007
Item a: Publication or promotional items depicting EPA's environmental mission activities	Transfer nonelectronic records to the National Archives 20 years after file closure.	
Item b: Routine publications or promotional items	Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.	
Item c: Working papers and background materials	Item b: Disposable	
Function: 305-109-02-04 250	Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.	
	Destroy 5 years after file closure.	
	Item c: Disposable	
	Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.	
	Destroy 2 years after file closure.	
RECORDS DISPOSITION FILES:	Item a(2): Disposable	GRS 16/2
Contains descriptive inventories, disposal authorizations, schedules, and reports. Includes copies of basic documentation of records description and disposition programs, including SF 115 - Request for Records Disposition Authority; SF 135 - Records Transmittal and Receipt; SF 258 - Agreement to Transfer Records to National Archives of the United States and related documentation.	Close inactive records after the related records are destroyed or after the related records are transferred to the National Archives of the United States, whichever is applicable.	Status: Final, 04/30/2007
Item a(2): Records description and disposition program documentation	Destroy 6 years after file closure.	
	Item b: Disposable	
	Close inactive records at the end of calendar year.	

<p>Function: 404-141-02-02 307</p> <p>REPORTS TO CONGRESS AND/OR THE PRESIDENT: Consists of reports prepared by EPA and made to Congress or the President in accordance with the mandates of all environmental legislation. Report presents the objectives and accomplishments of the program, a summary of outstanding environmental problems in order of priority, recommendations for proposed legislation which is necessary in solving these problems, and plans for program activities during the next fiscal year.</p> <p>Item a: Final report;</p> <p>Item b: Work files</p> <p>Function: 303-100 155</p>	<p>a: Permanent Close inactive records upon transmission to Congress or the President.</p> <p>Transfer nonelectronic records to the National Archives in 5 year blocks 20 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.</p> <p>b: Disposable Close inactive records upon transmission to Congress or the President.</p> <p>Destroy 6 years after file closure.</p>	<p>N1-412-07-2/7</p> <p>Status: Draft, 03/30/2007</p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral).</p>
<p>ROUTINE PROCUREMENT FILES: Contains Agency procurement and supply records documenting the acquisition of goods and non-personal services. Documents include copies of purchase documents (e.g., purchase requisitions, travel authorizations, training authorizations, contracts, credit card and bank card slips), direct deposit forms for vendors, specifications, bids, schedules of delivery, initiating requisitions, receipt, inspection, and payment. Related background material, such as computer printouts, funding obligations reports, etc., are also covered by this series.</p> <p>Excludes: Copies of purchase requisitions maintained in originating program offices covered by EPA 110.</p> <p>Item a(1)(a): Procurement organization copy of transactions that exceed the thresholds, dated on or after July 3, 1995 Includes transactions and related papers that exceed the simplified acquisition threshold of \$100,000 and all construction contracts exceeding \$2,000.</p> <p>Item a(1)(b): Procurement organization copy of transactions below the thresholds, dated on or after July 3, 1995 Includes transactions and related papers at or below the simplified acquisition threshold of \$100,000 and all construction contracts at or below</p>	<p>Item a(1)(a): Disposable Close inactive records upon completion.</p> <p>Destroy 6 years, 3 months after file closure.</p> <p>Item a(1)(b): Disposable Close inactive records upon completion.</p> <p>Destroy 3 years after file closure.</p> <p>Item a(2)(a): Disposable Close inactive records upon completion.</p> <p>Destroy 6 years, 3 months after file closure.</p> <p>Item a(2)(b): Disposable Close inactive records upon completion.</p> <p>Destroy 3 years after file closure.</p> <p>Item b: Disposable Destroy when funds are obligated.</p> <p>Item c: Disposable Destroy upon termination or completion.</p> <p>Item d: Disposable Close inactive records upon transfer.</p> <p>Destroy 5 years after file closure.</p>	<p>GRS 3/3</p> <p>Status: Final, 11/30/2009</p>

<p>transactions, dated earlier than July 3, 1995 Includes transactions and related papers that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.</p> <p>Item a(2)(b): Procurement organization copy of other transactions, dated earlier than July 3, 1995 Includes transactions and related papers that utilize small purchase procedures and all construction contracts under \$2,000</p> <p>Item c: Other copies of records described above used by component elements of a procurement office for administrative purposes</p> <p>Item d: Data submitted to the Federal Procurement Data System (FPDS) Includes electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS</p> <p>Function: 405 036</p>		
<p>State and Other Entity Program Authorization and Approval Files: Contains records that document the process for authorizing operation of a program by states and other entities in lieu of a federal program. Types of records include the application with background and supporting documentation, correspondence, copies of statutes and regulations, interim authorizations, and documentation of public participation activities. Also includes documents relating to EPA's review, evaluation, and determination of the program, development of enforcement and environmental standards, as well as authorization withdrawals as it applies to the initial program authorization and subsequent revisions.</p> <p>Item a: Record copy.</p> <p>Function: 304-104-03 204</p>	<p>Item a:Permanent Close inactive records at end of year or after new authorization is signed.</p> <p>Transfer nonelectronic records to the National Archives in 5 year blocks 20 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.</p>	<p>N1-412-07-2/8 Status: Final, 06/30/2007</p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral).</p>
<p>SUPERVISOR'S PERSONNEL FILES AND DUPLICATE OFF DOCUMENTATION: Records consist of correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, training, and records on individual employees duplicated in or not appropriate for the OPF.</p> <p>Item a: Supervisors' personnel files</p>	<p>Item a:Disposable Close inactive records when employee separates or transfers.</p> <p>Destroy 1 year after file closure.</p> <p>Item b:Disposable Close inactive records at the end of the month.</p> <p>Destroy 6 months after file closure.</p>	<p>GRS 1/18 Status: Final, 02/01/2007</p>

elsewhere.		
Function: 403-256 122		
<p>SYSTEMS DOCUMENTATION: Contains records related to documentation of systems.</p> <p>Item a: Systems specifications Includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to an electronic system (also known as master files and/or databases) authorized for destruction by a NARA-approved schedule.</p> <p>Item b: Systems security Includes records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130.</p>	<p>Item a: Disposable Destroy or delete when superseded or obsolete, or upon authorized deletion of the related system.</p> <p>Item b: Disposable Delete when superseded or obsolete.</p>	<p>GRS 20/11</p> <p>Status: Final, 02/01/2007</p>
Function: 404-142-01 304		
<p>TIME & ATTENDANCE RECORDS: Contains forms for payroll processing and preparation, including time and attendance records upon which leave input data is based, such as time or sign-in sheets; timekeeper signature cards (EPA 2560-1), time cards (EPA 2565-1); leave and earnings statements (EPA 2560-25); payroll error notice (EPA 2560-2); flexitime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, and related documents upon which leave input data is based. Excludes: Leave records scheduled as EPA 279. Item a(2): Source records - Copies maintained by other offices</p> <p>Item b: (Reserved).</p>	<p>Item a(2): Disposable Close inactive records at end of pay period. Destroy 1 year after file closure.</p>	<p>Status: Final, 07/31/2008</p> <p>N1-412-07-69/1 (Item a (2))</p>
Function: 402-126 276		
<p>TRANSITORY FILES: Consists of documents of short-term interest that have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence include:</p> <p>Routine requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research for reply.</p> <p>Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed</p>	<p>Item a: Disposable Close inactive records at end of month. Destroy 3 months after file closure.</p>	<p>GRS 23/7</p> <p>Status: Final, 02/01/2007</p>

<p>Qualify official notices, including memoranda and other records, that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.</p> <p>Item a: Record copy</p> <p>Function: 401 167</p>		
<p>TRAVEL: Includes travel records used to account for employees' time and expense while on travel status, and to request reimbursement or balance due on travel funds authorized. Records consist of travel authorizations, travel advance applications, transportation requests, travel vouchers, reimbursement claims, and other expense receipts and related documents.</p> <p>Item e: Original receipts</p> <p>Item f: Documentation not processed electronically</p> <p>Function: 401-122 028</p>	<p>Item e: Disposable Destroy when 6 years and 3 months old.</p> <p>Item f: Disposable Destroy when 10 years old.</p>	<p>N1-412-06-22</p> <p>Status: Final, 08/31/2009</p>
<p>UNSUCCESSFUL GRANT APPLICATION FILES: Includes but is not limited to applications, proposals, correspondence, and other records and documentation related to unsuccessful (e.g., rejected, withdrawn, not selected for award under a competition) applications for grants and unsolicited proposals for grants that are not accepted for award. This includes documentation relating to the evaluation of the unsuccessful application or unsolicited proposal for award.</p> <p>Item a: Record copy</p> <p>Function: 205 274</p>	<p>Item a: Disposable Close inactive records after rejection or withdrawal. Destroy 3 years after file closure.</p>	<p>GRS 3/13</p> <p>Status: Final, 02/14/2007</p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral).</p>
<p>EPA NON-RECORDS: Consists of nonrecord copies. Nonrecord materials are those Agency-owned informational materials that do not meet the statutory definition of records in 44 U.S.C. Section 3301 or that have been excluded from coverage by that definition. Examples of Non-Records: Technical Reference Materials, News Clippings, Convenience Copies, Stocks of Forms, Publications, and Processed Documents, Materials Not Appropriate for Preservation, Library or Museum Materials, Working Papers and Drafts.</p> <p>Function: 0 008</p>	<p>Item a: Disposable Close when obsolete, superseded or no longer needed for reference. Destroy immediately after file closure.</p>	<p>NOT APPLICABLE</p> <p>Status: Final, 02/12/2007</p>

